

Date August 6, 2002

To: Distribution

From: Susan L. Frey  
Departmental Records Officer

Subject: RM Numbered Memo 2002-27: Transmittal of NARA Request for  
Comments on "Proposal for a Redesign of Federal Records  
Management"

Please see the following memorandum from NARA requesting comments on their "Proposal for a Redesign of Federal Records Management." The proposal is not attached but is available from NARA's web page from the url shown below. This proposal is the result of a strategic plan initiative to determine how NARA can better guide and assist agencies in managing Federal records. The proposed strategies and tactics cover the following areas: focusing resources, advocacy, guidance and training, assistance to agencies, oversight, scheduling and appraisal, and record center/archival activities.

I encourage you to review the proposal and provide comments to Jay Blewett (jay.blewett@hq.doe.gov) or me (susan.frey@hq.doe.gov) by September 11, 2002, so that we can consolidate comments into a Departmental response. Please forward this memo as appropriate.

-----Original Message-----

From: Merisue Pozniak [mailto:Merisue.Pozniak@nara.gov]  
Sent: Monday, August 05, 2002 8:48 PM  
To: susan.frey@hq.doe.gov  
Subject: NWM 16.2002 Request for comments on "Proposal for a Redesign of Federal  
Records Management"

MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE  
MANAGERS: Request for comments on "Proposal for a Redesign of Federal Records  
Management"

NARA is seeking public comment on the Proposal for a Redesign of Federal Records Management. This proposal is part of NARA's series of records management initiatives to examine and redesign, as necessary, its records management policies and procedures. The Proposal is available on the NARA Records Management web page at: [http://www.archives.gov/records\\_management/pdf/rm\\_redesign.pdf](http://www.archives.gov/records_management/pdf/rm_redesign.pdf). A HTML version is available at [http://www.archives.gov/records\\_management/initiatives/rm\\_redesign.html](http://www.archives.gov/records_management/initiatives/rm_redesign.html). For a paper copy of the report, contact Susan Cummings at susan.cummings@nara.gov.

The Strategic Plan of the National Archives and Records Administration (NARA) states that NARA will ensure ready access to essential evidence that documents the rights of American citizens, the actions of Federal officials, and the national experience. In support of the NARA Strategic Plan, this Proposal for a Redesign of Federal Records Management lays out a strategy for a redesigned records management program at NARA. The strategy calls for NARA to partner with stakeholders to ensure that:

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\* Federal agencies can economically and effectively create and manage records necessary to meet business needs,

\* Records are kept long enough to protect rights, assure accountability, and document the national experience, and

Records are destroyed when they are no longer needed and it is practical to do so.

We urge you to read this document and provide feedback to NARA. Comments must be received by September 15, 2002. Please send your comments to Susan Cummings (NPOL) by email to [susancummings@nara.gov](mailto:susancummings@nara.gov) or by fax to 301-837-0319 or by mail to NPOL, National Archives at College Park, Room 4100, 8601 Adelphi Rd, College Park, MD 20740-6001.

HOWARD LOWELL

Acting Director

Modern Records Programs